

# USER GUIDE for CORPORATE USER

A Corporate User is any employees who Corporate Admin has set up their profile in the portal.







and the second sec

# INTRODUCTION

TYPE OF USER

There are two type of users in the portal which is *Corporate Admin* and *Corporate User*. Each type of user will have different level of access and authorization as below.

# 1. Corporate Admin

A Corporate Admin is a main user in the portal. As a main user a Corporate Admin will be able to:

- Create and manage employee or corporate user profile
- Create another corporate admin profile
- Assign and manage employee grouping
- Manage approval setting
- Full access to report
- Perform and manage booking for all users and for him/herself
- Approve travel request if she/he is set as approver

# 2. Corporate User

A Corporate User is any employees who Corporate Admin has set up their profile in the portal. A Corporate User will be able to:

- Manage his/her own profile
- Create and manage his/ her own booking
- Access to his/her own booking report
- Approve travel request if he/she is set as approver by Corporate Admin\*

#### Note:

\* Setting up approval is an option if corporate wants to use approval flow provided in the portal. \*The last approver will have authority to proceed for payment.

\*If corporate decide not to use approval flow then all Corporate Users can proceed for payment for his/her own booking and Corporate Admin can proceed for payment for all users assigned to him/her.

The last approver will be authorized to proceed with payment for any booking. Corporate Admin can raise a request, search for flights and can make a payment (only if he /she is authorized to do so), view the status for the raised requests, view the booked tickets.





# Table of Contents

1.0 Getting Started	
1.1 Header Tab Familiarization	4
2.0 Quick start for your Duty Travel	
2.1 First time login for Corporate User	7
2.2 Create Booking for Duty Travel	8
3.0 Extensive Guide for Duty Travel	
3.1 Create Duty Travel with Approval Setting	14
3.2 Managing your booking	17
3.3 Generating Duty Travel Report 3.4 Approving Travel Request if Nominated as Approver	
4.0 Quick start for Leisure Travel	
4.1 Firs time login for Corporate User	24
4.2 Add your Family details	26
4.3 Create booking for yourself and family	28
5.0 Report	
5.1 Create your report	33
6.0 Dashboard	34



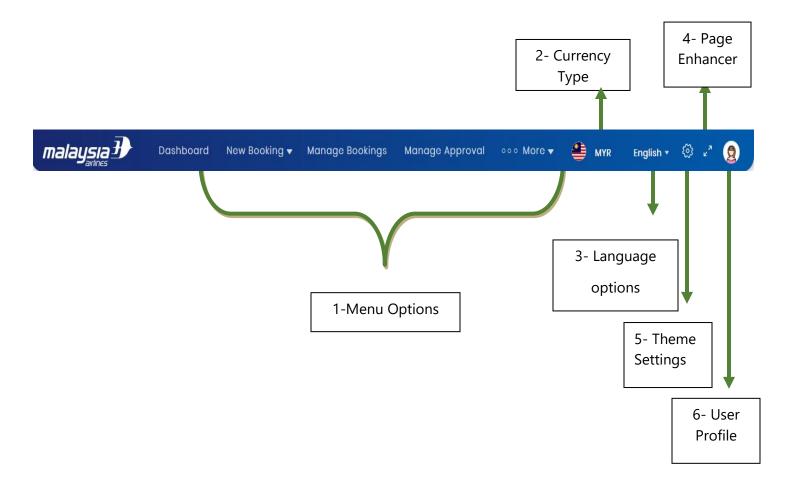




# **1.0 GETTING STARTED**

#### **1.1 Header Tab Familiarization**

In the header tab section, you can find all the menu options as seen below.









Options	Description				
1-Menu Options	The list of options in the header tabs as below.				
	<ul> <li>Dashboard</li> <li>New Booking</li> <li>Manage Bookings</li> <li>Manage Approval</li> <li>More         <ul> <li>Manage Profile</li> <li>Manage Employee Grouping</li> <li>Manage Approval Settings</li> <li>Reports</li> </ul> </li> </ul>				
2- Currency Type	Type of the Currency which is being used				
3- Language Options	Click here to set the language. However, currently only English language is available				
4- Page Enhancer	Click here to enter full screen mode				
5- Theme Settings	Click here to change the theme. There are two options available as below:				
	Default Dark				
6- User Profile	Click here to see the account user profile details				







- User Profile
  - Click on the (2) icon to edit and view your profile information

re 🕶 👙 MYR English ▾ 🕸 ⊭² 🧕
Rs. Sandhiya CS
∑ sandhiya.c@infinitisoftware.net ⓒ +60874858347879
My Profile (+) Add Traveller Details
C→ Log out



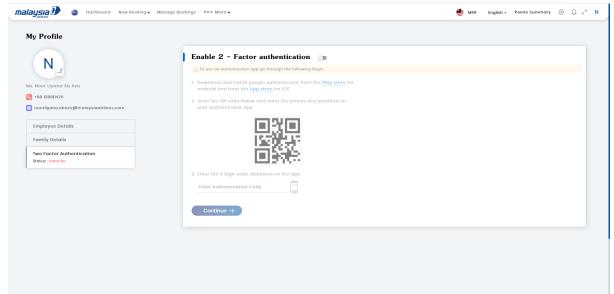




#### 2. QUICK START FOR DUTY TRAVEL

#### 2.1 First-Time Log in for Corporate User

- Set your password through link in the email from portal within 24 hours from receiving the approval notification email.
- Your password must not contain characters (alphanumeric ONLY).
- Choose your setting whether to enable or disable two factor authentications (default: inactive)







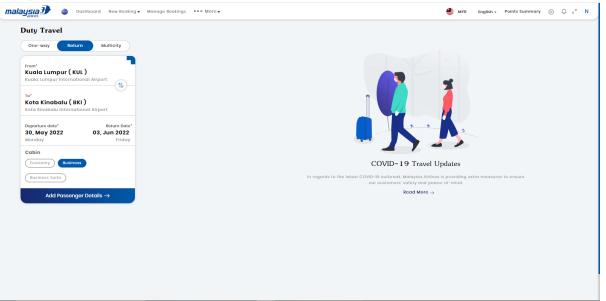
|--|--|

# 2.2 Create Booking for Your Duty Travel

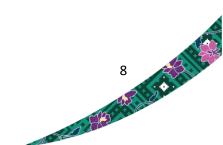
• Choose travel type from New Booking dropdown.

malaysia 🕑 🤤 Dashboard Now Booking	Manago Bookings 👓 Mara English - Points Summary 💮 🗘 🖍 N
Duty Travel One-way Return M Hotel Bookin	
From' Whore from To" Whore to	
Departure date* Return Date* Select date Soloct date Cabin	
(Economy) (Business) (Business Suite) Add Passonger Dotails →	COVID-19 Travel Updates In regards to the latest COVID-19 outbreak, Monyaia Jarines is providing extra measures to ensure our customers' safety and pace-or mind. Read More →
javascript;	

• Input your destination, date, and cabin









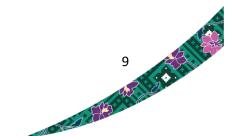
• Click on Add passenger detail and type in name or email of the intended traveler

autics 🕘 👌 Dashboard New Booking 🗸 Manage Bo	okings 👓 Nore 🗸	🚔 MYR English + Points Summary 🛞 🛴
Duty Travel		
One-way Return Multicity		
	$\leftarrow$ Add Passenger	Total pax Count: Adult: 0   Children: 0
From" Kuala Lumpur ( KUL )	Only registered users are allowed for booking.	
Kuala Lumpur International Airport	Namo / Email ID	
To*	🔍 Noor Liyana 🗸 🗸	
Kota Kinabalu ( BKI ) Kota Kinabalu International Airport	Ms Noor Liyana Ab Aziz noorliyana.abaziz@malaysiaairlincs.com	
Departure date* Return Date*		
Doparture date*         Return Date*           30, May 2022         03, Jun 2022		
Monday Friday		
Cabin		
Economy Business		
		Soarch Flight $\rightarrow$

• Make sure the traveler's name were in green line to proceed. This confirms traveler details had been input as employee

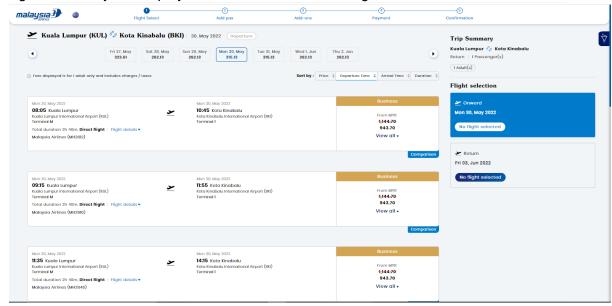
ysia 🦻 🍵 Dashboard New Booking 🗸 Manage Boo	okings 👓 • Mora 🗸	🕌 MYR English - Points Summary 🛞 💭 🤘
Duty Travel		
One-way Return Multicity		
	$\leftarrow$ Add Passenger	Total pax Count : Adult : 1   Children : 0   Infe
rom* Kuala Lumpur ( KUL )	Only registered users are allowed for booking.	
uala Lumpur International Airport	Name / Email ID	
•	Q Ms Noor Live	ana Ab Aziz X
ota Kinabalu ( BKI )		
ota Kinabalu International Airport	Ms.Noor Liyana Ab Aziz   noorliyana.abaziz@m_   138811428	۵.,
Departure date" Return Date"		
0, May 2022 03, Jun 2022		
onday Friday		
abin		
Economy Business		
		Search Flight $\rightarrow$







• Flight availability will display discounted fare for each flight



#### • Select your fare type

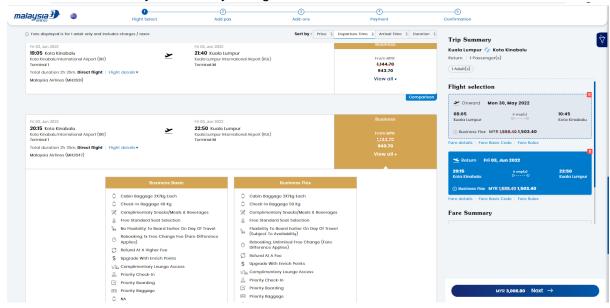
malaysia 🕖 🗉		)(3) pax Add-ons		(5) Confirmation
<ul> <li>Tere displayed is for Loduit only and Man 30 May 2022</li> <li>08305 Kuola Lumpin Kuota Lumpin Hermational Airport (ki Terminia M</li> <li>Total duration 2h 40m, Direct flight Malaysia Airlines (M1202)</li> </ul>	R) Mon 30, May 2 IO-45 Kota Kota Kinabalu Termina	222	eparture Time 2 Arrival Time 2 Duratio Businoss From MYR 1,14.7-0 View all -	n : Trip Summary Kula Lumpur ∲ Kota Kinabalu Return : Irossangor(s) (Indut(s)) Flight selection ✓ Onward
	Duriness Basic         Cobin Baggage 2X/8 (toch         Chos-In Baggage 2X/8 (toch         Complementary Snock/Mools & Boverages         Free Standard Soci Selection         The Instability To Based I tarlier On Day Of Travel         Rebools the Free Change Fee (Fara Difference Applies)         Complementary Longe Access         Thrink Mark A A Higher Fee         Priority Boarding         Priority Bo	Residence Flow           Cobin Reggage: ZX1g Each           Check-In Reggage: ZX1g Each           Check-In Reggage: ZX1g Each           Check-In Reggage: State           The Standard State Statection           PlostBuilty To Reard Earlier On Day of Travel           Resource Applies           Bit Read At A Fae           Bit Read At A Fae           Complementary Loungo Access           Priority Rearding           Priority Rearding           Priority Rearding           Bit First Priority Rearding           Bit First Priority Rearding           Bit State Action - Policy Benefit           Attributes Above Are Applicable For Flights Open           Bit State Access           By State Access           Mark Access           By State Access           By State Access           By State Access           State Access           By State Access           By State Access           By State Access           By State Access           State Access           By State Access           State Access	ated	Mon 30, Mory 2022 to flight selected ✓ Return Fri 03, Jun 2022 Mo flight selected







• Selected fare summary will be on your right screen. Proceed next



• Review your flight selection, key in Frequent Flyer number, Emergency Contact and proceed to Add On.

ysia 🕑 🗉	Flight Select	Add pax	3 Add-ons	Paymont	Confirmation	
Roview Itinerary Traveller	r Information				Fare Summary	
🏕 Malaysia Airlines (MH2612)						
08:05 Kuala Lumpur			10:45 Kota Kinabalu		Kuala Lumpur 🍫 Kota Kinabalu	
Mon 30, May 2022 Kuala Lumpur International Airport		2h 40m	Mon 30, May 2022 Kota Kinabalu International Airport		Adult (1x 3,006.80)	MYR 3,006.80
(KUL)			(8KI)			
Terminal M			Terminal 1		Total Amount	MYR 3,006.80
Kota Kinabalu 🔗 Kuala Lumpu	r   Fri 03, Jun 2022   0 Stop(s)			() Business Flex 🕤		
🏕 Malaysia Airlines (MH2647)						
20:15 Kota Kinabalu			22:50 Kuala Lumpur			
Fri 03, Jun 2022		, de la constante de la consta	Fri 03, Jun 2022			
Kota Kinabalu International Airport (BKI)		2h 35m	Kuala Lumpur International Airport (KUL)			
Terminal 1						
raveller Details			Terminal M			
raveller Details		malaysiaairlines.com   😤 1388114				
raveller Details Ms. Noor Liyana Ab Aziz		meloysiaairlines.com   😌 138804 Frequent Pyer No.				
raveller Details Ms. Noor Liyana Ab Aziz Frequent Flyer No (optional) Airlino	•					
raveller Details Ms. Noor Liyana Ab Aziz   Frequent Flyer No (optional)	•					
raveller Details Ms. Noor Liyana Ab Aziz Frequent Flyer No (optional) Airlino	•					
raveller Dotails Ms. Noor Liyana Ab Aziz   Frequent Hyer No (optional) Airlino mergency contact informat	ion	Frequent Flyer No.				







• Select your Add on (seat, meal, extra baggage, lounge). Chargeable add on will be added to your final amount.

Add-ons Kuala Lu	ımpur - Kota Kin_ Kota Kinabalu -	Cuala L			PNR : 66XAOK Order Id : 2
				KUL - BKI Onward	MYR 0.00
Value Bundle				1 Ms. Noor Liyana Ab Aziz	
Premium Bundle	1 2 ₹	3 4			IF MYR 0.00
KLIA Ekspres				Ö 🕺	<u> </u>
Paid Seat				BKI - KUL Return	MYR 0.00
Baggage	ŝlå			(1) Ms. Noor Liyana Ab Aziz	WTK 0.00
Exit row Meals Bassinet	4				□ 1C MYR 0.00
Counge				Ö 💥	÷÷ č
Special Assistance					

• Continue to payment. Accept Covid-19 Safety Requirement.

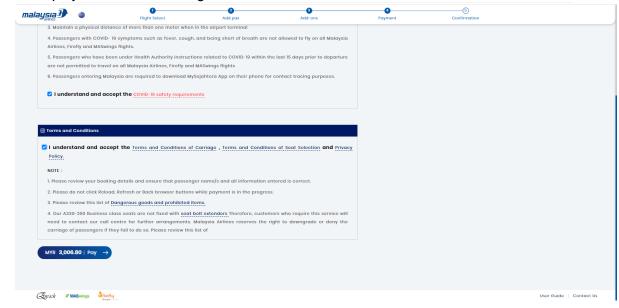
laysia 🗗	۲	Elight Select	2 Add pax	3 Add-ons	Payment	5 Confirmation		
Make Pay	ment				Order Id : 2652 PNR : 6	6XAOK		
① Upon clicking	g on the Pay, you'll b	e directed to the Amadeus Payment Go	toway site.		Fare Details	Flight Details	Add-ons Details	Pax Info
🖸 Onli	ine Payment				Kuala Lumpur 🍫 Ko	ta Kinabalu		
	,				Adult (1x 3,006.80	)		MYR 3,006.80
					Add-ons			MYR 0.00
() COVID-19 S	SAFETY REQUIREMEN	NTS			Total Amount			MYR 3,006.80
1. Passong	gors are advised	d to obtain information on all	travel requirements which	includes Malaysian immigration				
requiremen	ents to travel abro	oad, and their destination's count	ry health and immigration rea	quirements through the country's				
noarost or	mbassy, official we	ebsite or via www.iatatravolcentra	.com					
2. Mandata	ory use of face m	ask at the airport and onboard all	Malaysia Airlines, MASwings ar	nd Firefly flights. Infants below the				
age of two	o are exempted fre	om this requirement.						
3. Maintain	n a physical distar	nce of more than one meter when	in the airport terminal					
	gers with COVID- 1 refly and MASwing		and being short of breath are	not allowed to fly on all Malaysia				
			ons related to COVID-19 within	the last 15 days prior to departure				
-		on all Malaysia Airlines, Firefly and						
6. Passeng	gers entering Mala	aysia are required to download My	Sejahtera App on their phone f	or contact tracing purposes.				
🗆 I under	rstand and acc	ept the <u>COVID-19 safety requirem</u>	ents					
🔲 Terms and	Conditions							
Otimatem								
Policy.	tana and acce	pt the Terms and Conditions of	Carriage , Terms and Conditi	ons of Scat Selection and Privacy				







• Review your tickets Terms and Conditions. Once you checked these two boxes, system will display total amount chargeable



• Proceed to payment. Portal accept all major cards, Online banking, and a few e-wallets. The usage of MH eVoucher were not accepted as part of payment







# 3. EXTENSIVE GUIDE FOR DUTY TRAVEL

#### 3.1 Create Booking for Your Duty Travel with Approval Flow Setting

- To create a booking, click New Booking in the Header Tab
- Select the trip type (One-way or Return)
- Fill in the box with Asterisk
- Click Add Passenger Details to Proceed

	Manage Bookings M	Manage Approval •••	∘ More <del>v</del>	MYR	English 🕶	@ 2 🙄
One-way Return						
From* Kuala Lumpur ( KUL ) Kuala Lumpur International Airport				*		
To* Kota Kinabalu ( BKI ) Kota Kinabalu International Airport						
Departure Date* Return Date* 05, Oct 2020 Monday						
Cabin Economy Business		(	COVID-19 Travel Up	odates		
Business Suite Add Passenger Details →			o the latest COVID-19 outbreak, «tra measures to ensure our cus peace-of-mind.			
			Read More $\rightarrow$			

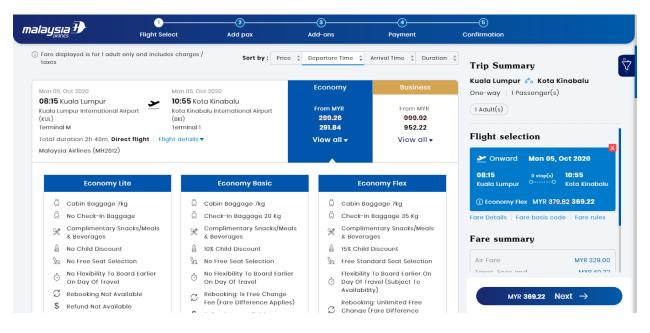
- Search and select any passenger that has been registered •
- Click Search Flight to proceed •

From* Kuala Lumpur ( KUL ) Kuala Lumpur International Airport	$\leftarrow$ Add Passenger	Total pax Count : Adult : 0	Children : 0   Infant : 0	
To* Kota Kinabalu ( BKI ) Kota Kinabalu International Airport	Only registered users are allowed for boo Name / Email Id     Q	king.		
Departure Date* Return Date* 05, Oct 2020 Select date Monday				
Cabin Economy Business				
Business Suite Add Passenger Details →				
Furich ZMASwings Sfirefly			Search Flight $\rightarrow$	
malaysia			14	<u>e</u> e





- Select your flight and type of fare
- Click Next to proceed



- You will be directed to review itinerary page as below
- Enter your Frequent Flyer number if you have one
- Fill in your emergency contact details (optional)
- Click Add-Ons to proceed

aysia 3	Flight Select	2 Add pax	3 Add-ons	4 Payment	5 Confirmation	
Review Itinerary	Traveller Information				Fare Summary	
Malaysia Airlines (1 21:25 Kota Kinabal Fri 16, Oct 2020 Kota Kinabalu Internation (BKI) Terminal 1	lu	2h 25m	23:50 Kuala Lur Fri 16, Oct 2020 Kuala Lumpur Interna (KUL) Terminal M		Kuala Lumpur 🍫 Kota 🔄 Adult (1x 1,046.90) Total Amount	Kinabalu MYR 1,046.90 MYR 1,046.90
Traveller Details Mr. Amir Mohd N						
Frequent Flyer No.		nnoor@aim.com	& +60 176263414			
Frequent Flyer No.	•	nnoor@aim.com	登 +60 176263414			
	•	nnoor@aim.com   1 ▼  Mobile Number	& +60 176263414			







- You will then be directed to add-on selection page
- You may choose your seats, additional luggage, meals, lounge access, and special assistance
- To proceed, click continue

nalaysia	<b>}</b>	1 light Selec	t	Ac	2 Id pax			3 Add-or	าร		4 Payment	5 Confirmation		
	Kuala Lumpur - Ko	ota Kinal	balu	(ota Kinc	balu -	Kuala	Lumpu	r				Р	NR : PREC38	Order Id : 798
<u>S</u>	KUL - BKI											KUL - BKI Onward		MYR 0.00 🕤
Seat												1 Mr. Amir Mohd Noor		
Baggage		Ť	5 F 🗊	6 7	8	9 10	11 1	2 14	15 16	3 17 1 G G G	8 19 2(	P Q	X	C P P
	17	Ж	E X								101 101 101	•		
0 <u>+</u> +			D 🗐		UU A					) (1) (1 ) (1) (1)	100 100	ŝ		
Lounge			B 🗐								101	BKI - KUL Return		MYR 0.00 🕤
Ř	N.	ĥΙÅ	A 河	0		] ()		j	00		) Q (	1 Mr. Amir Mohd Noor		
Special Assistance		<u>+</u>										<u>L</u>	X	<u>ې ب</u>
Selecte MYR <b>0.0</b>	d seat(s) - 0 <b>00</b>			II Add-Or 0.00	is Amo	ount					Total Amou MYR <b>1,046</b>			

• Your booking request will be forwarded to your approver(s) for booking approval and payment.







A REPORT OF THE REPORT OF THE PARTY OF THE P

# 3.2 Managing Your Booking

• To view and manage booking created, click Manage Bookings. You will be directed to below page

ending	Upcoming	Completed	Expired	Booking s	tatus tab			Reset
						_	Time Period	
Order ID <b>728</b>	PNR OJOG7H	Trip Type <b>One-way</b>	No. of Passenger           1 Passenger(s)	Booking Date & Time Thu 27, Aug 2020   12:15	Total Fare MYR 461.44	⊚ <u>view</u>	Last Month	•
							Trip Mode	
Order ID <b>712</b>	PNR 064M89	Trip Type <b>One-way</b>	No. of Passenger	Booking Date & Time Wed 26, Aug 2020   21:04	Total Fare MYR 301.38	⊚ <u>view</u>	All	*
		,					Status	
Order ID	PNR	Тгір Туре	No. of Passenger	Booking Date & Time	Total Fare	Q view	All	*
700	OEKWQC	One-way	(1 Passenger(s) (1)	Wed 26, Aug 2020   14:41	MYR 2,879.00		Emgil ID	
Order ID	PNR	Trip Type	No. of Passenger	Booking Date & Time	Total Fare			
690	OE5P33	One-way	1 Passenger(s)	Wed 26, Aug 2020   12:41	MYR 461.44	© view	Search by	
							Order ID	•
Order ID 686	PNR ODS9Z5	Trip Type <b>One-way</b>	No. of Passenger	Booking Date & Time <b>Wed 26, Aug 2020   11:16</b>	Total Fare MYR 457.20	© view		
	Order ID 728 Order ID 712 Order ID 690	Order ID 728 PNR OJOG7H PNR OG4M89 PNR OFMO PNR OESP933 Order ID PNR	Order ID     PNR     Trip Type       728     PNR     Ono-way       Order ID     PNR     Trip Type       Order ID     PNR     Ono-way       Order ID     PNR     Trip Type       Order ID     PNR     Trip Type       Order ID     PNR     Trip Type       Order ID     PNR     Ono-way       Order ID     PNR     Trip Type       Order ID     PNR     Trip Type       Order ID     PNR     Trip Type	Order ID     PNR     Trip Type     No. of Passenger       Order ID     PNR     Trip Type     No. of Passenger	Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time       Order ID     PNR     Trip Type     No. of Passenger     Booking Date & Time	Order ID 728       PNR OJOG7H       Trip Type One-way       No. of Passenger (Passonger(s) ©       Booking Date & Time Thu 27, Aug 2020   12:15       Total Fare MYR 461.44         Order ID 712       PNR OG4M89       Trip Type One-way       No. of Passenger (Passonger(s) ©       Booking Date & Time Wed 26, Aug 2020   21:04       Total Fare MYR 301.38         Order ID 700       PNR OEEFP33       Trip Type One-way       No. of Passenger (Passonger(s) ©       Booking Date & Time Wed 26, Aug 2020   14:41       Total Fare MYR 2,879.00         Order ID 690       PNR OEEFP33       Trip Type One-way       No. of Passenger (Passenger(s) ©       Booking Date & Time Wed 26, Aug 2020   12:41       Total Fare MYR 461.44         Order ID 690       PNR DEFP33       Trip Type One-way       No. of Passenger (Passenger(s) ©       Booking Date & Time Wed 26, Aug 2020   12:41       Total Fare MYR 461.44         Order ID Order ID       PNR       Trip Type       No. of Passenger (Passenger(s) ©       Booking Date & Time Wed 26, Aug 2020   12:41       Total Fare MYR 461.44	Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         0rder ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         690       OE5P33       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare         Order ID       PNR	Order ID       PNR       Trip Type       No. of Passenger       Booking Date & Time       Total Fare       MYR 461.44       Image: Comparison of the stress of t

- Click Expand button to view the summary of ticket details and status e.g. Pending for Approval, Approved etc
- Click view icon button to view the complete details

728 OJOG7H One-way <u>1 Passenger(s)</u> Thu 27, Aug 2020   12:15 MYI	461.44 view
Departure Kuala Lumpur 08:15 2h 40m Kota Kinabalu 10:55 Fare Family	status eending For Approv





S AND THE REAL PROPERTY OF

- Once you have clicked view icon button, you will be directed to the page below.
- You will have the function to cancel or change the flight/date

Manage Booking / View Booking		
View Booking	Requested by : Mr.Zayn Mo	Fare details
	Payment done by : Mr.Amir Mohd	t Noor Kuala Lumpur 🎻 Kota Kinabalu Adult (1x 1,036.30) MYR 1,036.30
KUL Kuala Lumpur	BKI Kota Kinabalu	Total Amount MYR 1,036.30
Order ID         Booking Date & Time         Payment Date & Time           726         Thu 27, Aug 2020         Thu 27, Aug 2020           12:05         12:22	Airline PNR OJMKBU Cancel Ticket Change Flight/Do	ate
Flight Itinerary	← Back to list	t page
Kuala Lumpur 🔗 Kota Kinabalu   Sun 13, Sep 2020	0 Stop(s) ① Economy Fle	x 💌

# 3.3 Generating Your Duty Travel Report

• In the header tab, click Reports

Ð	Dashboard	New Booking	Manage Bookings	Manage App	roval	ooo More ▼	
m Rep	ort					Manage Profile Manage Employee Grouping	<u>ter</u>
nt Name nding Re	Field Nam 5 Field		_		dated [ , Aug 2	Manage Approval Settings Reports	Ì
						Reports	

- Once clicked, you will be directed to below page that show list of existing Report, if any
- Click Create Report to create your new report





Report Name Spending Re	Field Name 5 Field	Filter Name 2 Filters ①	Created Date & Time 27, Aug 2020   12:25	Updated Date & Time 27, Aug 2020   12:25	ال ا	Ŵ		Res
		Li	st of existing Report				All Report Type All Report Name All <b>C</b> Apply	

- Once clicked, you will be directed to below page
- Drag minimum 5 provided fields and minimum 1 filter into Drag and Drop Filters section
- Tick Select All if you wish to add all fields
- Field the name of the report
- Click Next to complete the report creation
- The report now will be appeared in list of existing report in the previous page

Order ID	E Booking Status	Selected Fields		← Back to List Page	
Booking Type	🗄 Booking Date & Ti				
🗄 Payment Date &	🗄 Origin		··· —		
: Destination	: Number of Stops				
🗄 Trip Type	: Onward Departu				
: Onward Arrival D	:: Return Departure		Drag and Drop Filters		
💠 Return Arrival Da	🗄 Airline Code				
E Flight Number	E Base Fare				





# 3.4 Approving Travel Request If Being Nominated As Approver

• Click Manage Approval button in the header tab to view the list of approval settings.

mala	ysia Đ	Dashboarc	I New Booking	Manage Bookings	Manage Approval	o (
A	pproval	List				
27	Pending	Rejected	Approved Ex	xpired		

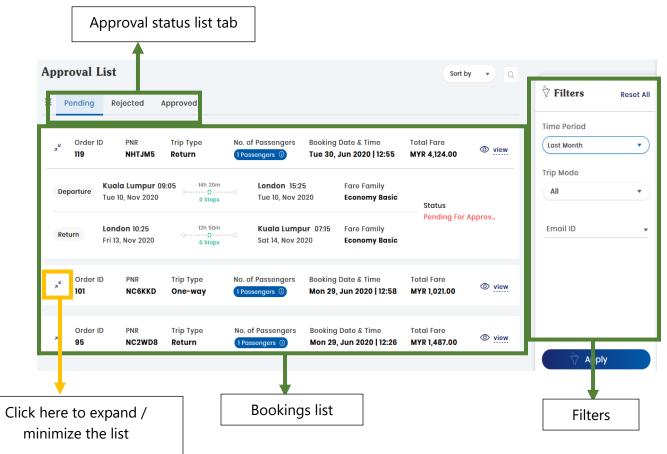






and the second second second

Once clicked, you will be directed to below page



- There are three (3) tab in the approval status list.
  - Pending tab = Showing booking that pending for approval
  - Rejected tab = Showing booking that has been rejected by the approver
  - Approved = Showing booking that has been successfully approved
- There are three (3) filter function in the filter box
  - Time period = allow you to filter booking made on certain range of period
  - Trip mode = allow you to filter type of trip
  - Email ID = allow you to filter and search by user email address
- To approve the requested booking, click on View icon button





- Once clicked, you will be directed to the page below
- To approve, click the approve button. If you are the last or the only approver, you will then be directed to Make Payment page.
- To reject, click the reject button. The rejected booking will then be appeared in the Rejected Tab list in the previous page

Requested Listandinyo Ci Mr.Abddl Maged	iew Booking		Requested By	: Datin.Shailesh RE	Fare details	
Report Ref and mark Ref and mark		One Way			Adult (2x 1,887.00)	MYR 3,774.00
Bab Won 18, May 2020 19:8:33   Int Himorary   Returnput Returnput   Returnput   Returnput Returnput   Returnput <preturnput< p=""> Returnput <p< td=""><td>Requested</td><td></td><td></td><td></td><td>Total Amount</td><td>MYR <b>3,774.00</b></td></p<></preturnput<>	Requested				Total Amount	MYR <b>3,774.00</b>
his Lumpur & Delhi   Wod 24, Jun 2020   Istop() Netoyeia Aritnes(MH79) B06 Kudol Lumpur B04 Aufines(MH79) B06 Kudol Lumpur B04 Aufines(MH79) B06 Kudol Lumpur B04 Aufines(MH79) B07 Mini Selected B0 29m B190						
Materiala Alfilhes(MH179) 20 Kuola Lumpur 20 Colombo 20 Kuola Lumpur 20 Ku	ght Itinerary			Back to list page		
Bit Kudia Lumpur   ad 24. Jun 2020   Bit Kunyur Hinternational Appi     Sittankan Akifines(UISI)     Sittankan Sintankan Akifines(UISI) </td <td>uala Lumpur 🕉 Delhi   Wed 24, Jun 2020   1</td> <td>Stop(s)</td> <td></td> <td>🕕 Economy Basic 🕥</td> <td></td> <td></td>	uala Lumpur 🕉 Delhi   Wed 24, Jun 2020   1	Stop(s)		🕕 Economy Basic 🕥		
ud 24, Jun 2020   an 28m   wod 24, Jun 2020   Bondoranalis link Arpt     Sritankan Airlines(ULIB))     240 Colombo   u 25, Jun 2020   abar 20m   Bondoranalis link Arpt     vollar Details     atin. Shallesh Re   Aduit   Shallesh Re   Aduit   Shallesh Re   Matta Stelected   Shallesh Re   Matta Stelected   Shallesh Re   Aduit   Shallesh Re   Matta Stelected   Shallesh Re   Nati Stelected   Shallesh Re   Matta Stelected   Shallesh Re   Matta Stelected   Shallesh Re   Nati Stelected   Shallesh Re    Nati Stelected <t< td=""><td>🕑 Malaysia Airlines(MH179)</td><td></td><td></td><td></td><td></td><td></td></t<>	🕑 Malaysia Airlines(MH179)					
240 Colombo   2 35, Jun 2020   Ladronolite totil Arpti   relier Details   atin. Shallesh Re   Adult   atin. Shallesh Re   Adult   Image: Sout No   Stot No   Not Selected   Stot No   Stot No<	22:00 Kuala Lumpur Wed 24, Jun 2020 Suala Lumpur International Arpt		Wed 24, Jun 2020	t		
a) 25, Jun 2020   a) darmonde hill Appt   relier Dotails   atin. Shallesh Re   atin. Shallesh Re   Aduit   shallesh.r@infinitisoft   (*) + 60 48578347878   uala Lumpur ** Delhi   UL - CMB   (*) Soct No	🖋 SriLankan Airlines(UL191)					
atin. Shailesh Re Adult Adult shailesh r@infinitisoft. % +60 48578347878   uala Lumpur & Dolhi Departure   UL - CMB Sect No Mad(s) Baggage(s) Lounge   NH - DEL Sect No Mad(s) Baggage(s) Lounge   Not Selected Not Selected Not Selected Spacial Assistance   NH - DEL Sect No Mad(s) Baggage(s) Lounge   Not Selected Not Selected Not Selected Spacial Assistance   Not Selected Not Selected Not Selected Not Selected   UL - CMB Sect No Mad(s) Baggage(s) Lounge   Not Selected Not Selected Not Selected Not Selected   UL - CMB Sect No Mad(s) Baggage(s)   Not Selected Not Selected Not Selected   Not Selected Not Selected <	<b>30:40</b> Colombo Thu 25, Jun 2020 Jandaranaike Intl Arpt	(3h 25m)	Thu 25, Jun 2020			
uala Lumpur & Delhi   UL - CMB   Image Not Selected   Image Not Select	aveller Details					
AUL - CMB Soci No   Not Selected	<b>Datin. Shailesh Re</b>   Adult   🖂 shailesh.r@	Dinfinitisoft   🕲 +60 48	3578347878			
AUL - CMB Soci No   Not Selected	Kuala lumpur 🔗 Delhi			Departure		
UL - CMB Soci No   Soci No   Not Selected	Seat No. Meal(s)	R Baggage(s)	Lounge			
2MB - DEL       Image: Not Selected       Image: Not Selected       Image: Not Selected       Image: Not Selected         atin Seri. Padm         Adult       Daughter       Departure         uala Lumpur *o       Delhi       Departure         UL - CMB       Image: Sect No Not Selected       Image: Not Selected       Image: Not Selected         State       Not Selected       Image: Not Selected       Image: Not Selected         CMB - DEL       Image: Not Selected       Image: Not Selected       Image: Not Selected         Not Selected       Image: Not Selected       Image: Not Selected       Image: Not Selected	KUL - CMB Not Selected Not Selected					
Luciala Lumpur *o Delhi     Departure       CUL - CMB     Seat No     Maal(s)     Baggage(s)     Dunge     Spacial Assistance       CMB - DEL     Soat No     Maal(s)     Baggage(s)     Dougge     Not Selected     Spacial Assistance       CMB - DEL     Soat No     Maal(s)     Daggage(s)     Dougge     Not Selected     Spacial Assistance						
CUL - CMB       Seat No       Meal(s)       Baggage(s)       Not Selected       Special Assistance         Not Selected       Not Selected       Not Selected       Not Selected       Special Assistance         CMB - DEL       Soat No       Not Selected       Not Selected       Not Selected       Special Assistance         Not Selected       Not Selected       Not Selected       Not Selected       Not Selected	Datin Seri. Padm   Adult   Daughter					
UL - CMB       Image: Not Selected       Image: Not Selected       Image: Not Selected       Not Selected         CMB - DEL       Image: Not Selected         CMB - DEL       Image: Not Selected         CMB - DEL       Image: Not Selected	Kuala Lumpur 🔗 Delhi			Departure		
CMB - DEL     Not Selected     Not Selected     Not Selected	KUL - CMB (b) Seat No Not Selected (Meal(s) Not Selected	ed D Baggage(s) Not Selected	Lounge Not Selected			
Reject Approve ->	CMB - DEL Des Seat No Not Selected Not Selected	ed Daggage(s) Not Selected	Lounge Not Selected			
	← Reject Approve →					
		_				-
	malauci	- <b>7</b>				2
	iiiaiaysi					
						10 EB







• To proceed with payment, tick the terms and conditions box and click Approve & Pay. You will then be directed to payment gateway page.

Make Payment	Order Id : 1406			
	Fare details Flight Details	Ancillary Details Pax Info		
амадеця	Chennai 🖧 Kuala Lumpur			
AMADEUS	Adult (1x 720.00)	MYR 720.00		
Payment Gateway	Add-ons	MYR 0.00		
Gutewuy	Total Amount	MYR 720.00		
Terms and Conditions				
I understand and accept the Terms and Conditions of Carriage , Terms and Conditions of				
Seat Selection and Privacy Policy.				
Note :				
$\checkmark$ Click on the 'View & Approve' button to refer additional travel plan details including				
SSR, flight layout etc. Make your payment for travel plan approval.				
✓ The approval link will be valid till before departure.				
$\checkmark$ This message was sent from an unmonitored email address, please do not reply to this				
message.				
MYR 720.00   Approve & Pay →				



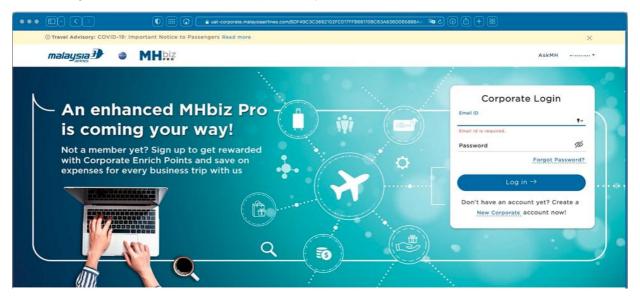




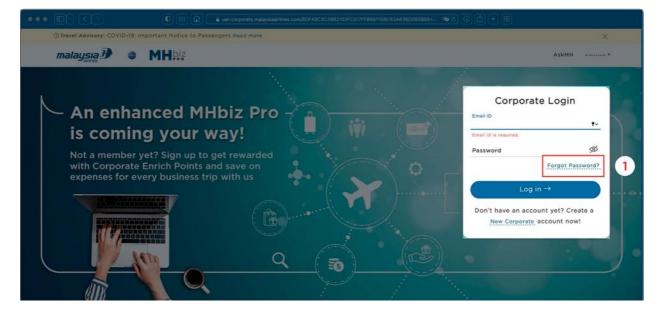
# 4. QUICK START FOR LEISURE TRAVEL

#### 4.1 First-Time Log in for Corporate User

- Skip this step if you have completed it in item 2.1.
- Log in to MHbiz PRO at mhbizpro.malaysiaairlines.com



• Click "Forgot Password" and a verification email will be sent to your email ID

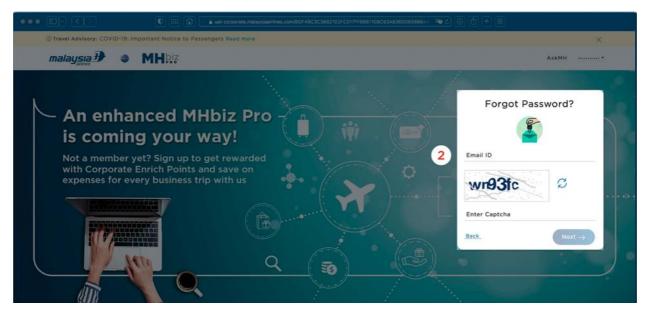




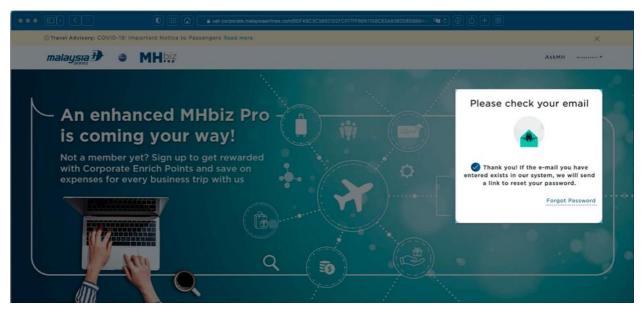




• Insert email ID and enter Captcha



• Check your email for the reset link

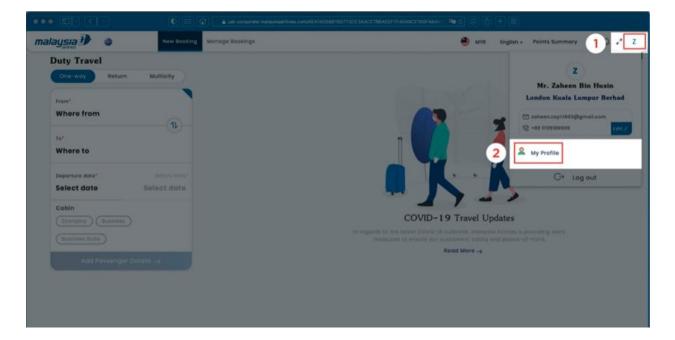




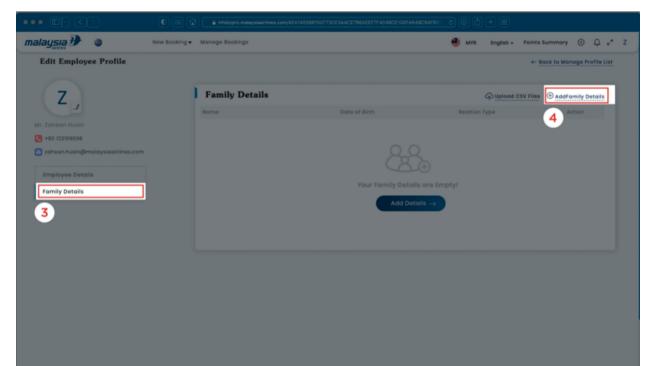


# 4.2 Add Your Family Details

• Under "Manage Profile", click the edit icon



- Click on the "Family Details" tab
- Add "Family Details"





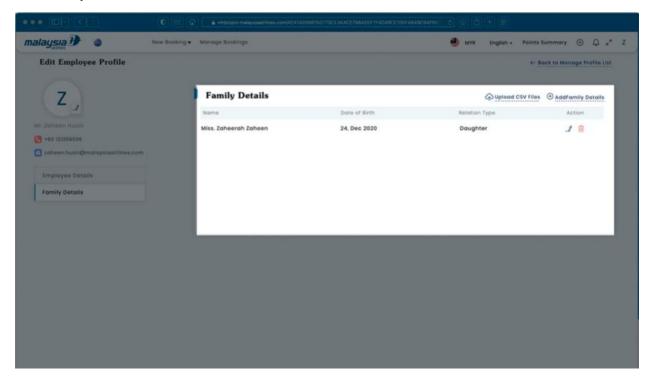




• Fill in "Family Details" for the family member

malaysia 🕖 🔹	New Booking + Manage Bookings	English - Points Summary 🛞 💭 🧨 Z
Edit Employee Profile		+- Back to Manage Profile List
Edit Employee Profile	5 Family Details       Mas     Far Name*     Last Name*       Miss     Zaheerah     Zaheer       Restauship*     Date of Bith*     Cander*       Doughter     24, Dec 2020     P	Bock to Manage Profile List

• "Family Details" added



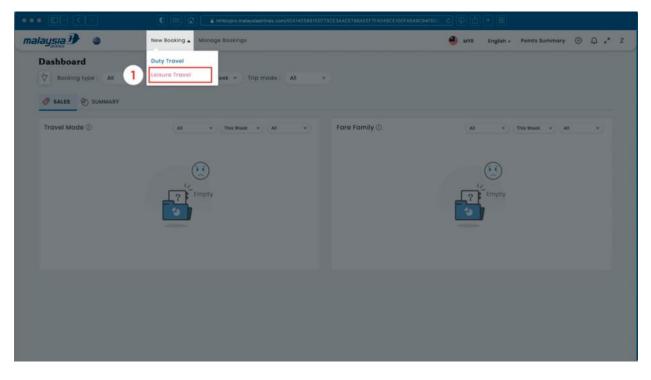




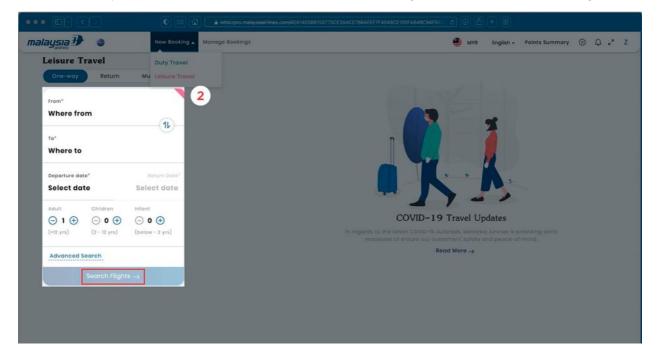


# 4.3 Create Booking for Yourself and Your Family

• Under the "New Booking" tab, select "Leisure Travel".



• Select your destination, dates and number of passengers. Then click "Search Flights"









• Select your flight

malaysia 🕑 🔵	Pright Si	iloct Add par	Add-ons	Payment	Confirmation	
	5, Dec Thu 10, Dec 232.46	wi (LGK) 18, Dec 2021 Fri 17, Dec 232.48 Sot 18, Dec 173.09 axes	Sun 18, Dec Mon 20, Dec 173.09 173.09	Tue 21, Dec 173.09 Arrival Time ‡ Due	Flight selection	¢
Bot 18, Dec 2021 09:00 Kuala Lumpur Kuala Lumpur International A Total duration 1h 10m, Direc Malaysia Airlines (UM1432)	irport (KUL) 🞽 🖁	ot 18, Dec 2031 D:10 Longkowi angkowi Airport (LOK)	From MYR 466,13 386,13 View oll •	Posicies From MVR 3,238.66 1,066.66 View all +	Convard     Sat 18, Dec 2021     No flight selected     Keturn     Sun 19, Dec 2021	_
Sot 18, Dec 2027 10:00 Subang Sutan Abdul Aziz Shah Airpor Total duration Ih 15m, Direc Malaysia Airlines (MH5382)	t (SZB) 🛃 🛔	ot 19, Dec 2021 115 Longkowi angkowi Aliport (LOK)	From Mile So6-70 483.70 View all •	Fare not available		
Sot 18, Dec 2021 10:45 Kuala Lumpur Kuala Lumpur International A Total duration In 10m. Direc Malaysia Airlines (MH1428)	irport (KUL) 🞽 🖁	ot 18. Dec 2021 ISS Langkawi angkawi Airport (LGK)	Economy From MTR 267,46 222,46 View all •	Susiness From MYR 842.43 726.43 View oll -		

Fill in your family details. Please ensure the added family members as per item 4 are • shown here. Simply click on the box to add.

	Add pax	Addrons Paymer		
Review Itinerary Traveller Information Con	toot information		Fare Summary	
eller Information			Kuala Lumpur 🖓 Langkaw	e
lease make sure that you enter the Name as per your p	possport.		Adult (1x 617.59)	MYR 617.59
			O Infant (1x 67.84)	MYR 67.84
dult - 1 Saved Family Mr Zaheen Husin Hore		Incomplete	Total Amount	MYR 685.43
ritlo Mr v First Name	Last / Family Name	To be filled as per Possport, Name Guid		
	cost / rommy norm			
Frequent Flyer No (optional)			-	
Airline	Frequent Flyer No.			
nfant - 1		Incomplete	2 - C	
		Incomplete	×	
Soved Family Miss Zaheerah Zaheen		To be filled as per		
Saved Family Miss Zaheerah Zaheen More	Last / Family Name			
Soved Family Miss Zaheerah Zaheen More Ittle Ar First Namo Select Responsible		To be filled as per		
Soved Family Miss Zaheerah Zaheen More Ittle Ar First Namo Select Responsible		To be filled as per		
Soved Family Miss Zaheerah Zaheen More Ittle Ar First Namo Select Responsible		To be filled as per	aline.	
Soved Family Miss Zaheerah Zaheen More tte Ar • First Name sole Of Birth		To be filled as per	aline.	
Soved Family Miss Zaheerah Zaheen More tie Ar First Name bate Of Birth		To be filled as per	aline.	
Soved Family Miss Zaheerah Zaheen More te tr V First Name ate Of Birth C Adult 1	s Adult	To be filled as per	aline.	29
Soved Family Miss Zaheerah Zaheen More Itie Mr • First Name Note Of Birth © Adult 1	s Adult	To be filled as per	aline.	29
Soved Family Miss Zaheerah Zaheen More Ittle Mr First Name Date Of Birth Call Adult 1 Adult 1	s Adult	To be filled as per	aline.	29
Itile Mr First Name Select Responsible	s Adult	To be filled as per	aline.	29

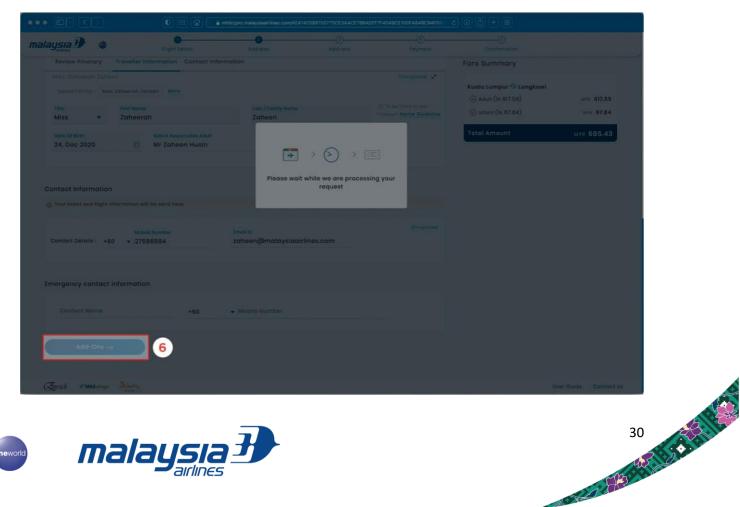




• When listing an infant's details, be sure to select a Responsible Adult (One adult per infant)

alaysia 🕑 🔹	Flight Select	Add pax	3 Add-ons	(d) Payment	Confirmation	
Review Itinerary Traveller Inf	formation Contact I	nformation			Fare Summary	
Mr. Zahoen Husin Saved Family : Mr. Zaheen Husin Titio Mr • Zaheen	More	Last / Family Nome Husin		Completed *	Kuala Lumpur 🗘 Langkawi <ul> <li>Aduit (1x 617.59)</li> <li>Infant (1x 67.84)</li> </ul> Total Amount	MYR 617.59 MYR 67.84 MYR 685.43
Airline Malaysia Airlines		oquent Flyer No. H589487				
Miss. Zaheerah Zaheen Saved Family : Miss Zaheerah Zah	een More			Completed 💒		
Title First Name Miss Taheerat		Last / Family Name Zaheen		© To be filled as per Passport Name Guideline		
24, Dec 2020 5	Select Responsible Adult Mr Zaheen Husin Mr Zaheen Husin					
① Your ticket and flight information will	be send here.					

Next click on "Add-ons" •



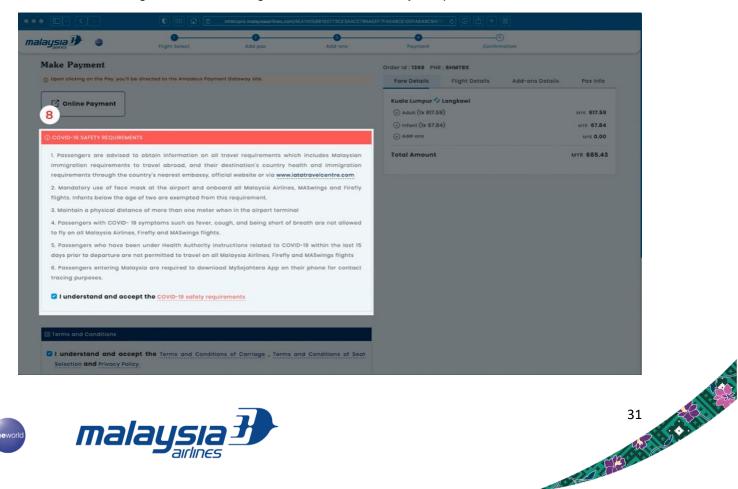




• Select your "Add-ons"

••• 🗊			0		inte	kizpro //	ulaysia	rines.c	iom/4E	A1405	68150	7730	EBAAD	1E77664	MERT	F4049C	≅100F	3649C	20473	aao: <u>c</u> (O)			
malaysia	<b>Ð</b> •	,	O-	oct	_	_	400	pax	_	-	-	A	O dd-on	\$	-	_		Paym		i.	Continuation		
Add-o	ons																						
	Kua	la Lumpur – Longka	wi Lo	angkaw	li - Kuc	ila Lur	mp_															PNR 6HJJ7	and the second se
12	LGK - KU																	7	4	KUL-LOK			MYR 0.00 🕞
Value Bundle																				1 Mr. Zaheer	n Husin		0.00
Pramium	0				5 8	1	8.9	10		R	4	801	19 U		5, 19	20	23	32, 2		Vä	6	ġ	
Bundle	0		×	E I																			0,00
EUA Ekspros	Occupied																			Ö	×	0	ŝ
Ŀ	Paid																						00
Seat	Calestad																			LGK - KUL	Beturn		MYR 0.00 🕤
a	0		<u>ö</u> lå	A																1 Mr. Zahoor			
Buggoge	fait rese																			h.a.		8	<u>∬</u> 6E
Moots	Bussinet _																			Vä	2		MYR 0.00
25																							
Lounge																				ä	%	0	Å
ðı																				3			
Special Assistance																							
Selec MYR (	ted seat(s) - 0.00	2				IVR O.	dd-On 00	s Amo	unt											85.43 V	Continue $\rightarrow$		

Read through and acknowledge the COVID-19 Safety Requirements •

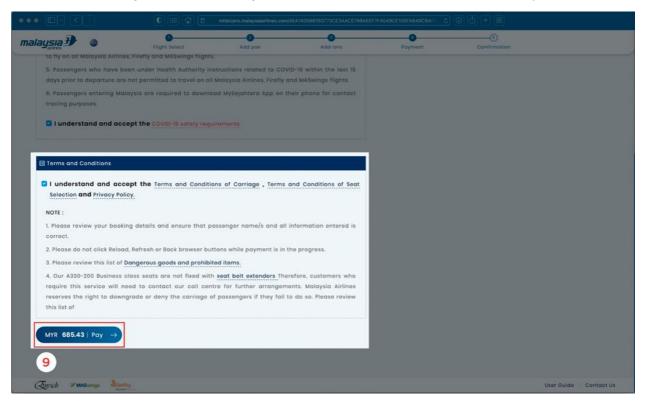








Read through and acknowledge the Terms and Condition. Then click "Pay"



• Select you Payment Method and proceed to make your payment.

XXXX XXXX XXXX     Expiry date     Security code        Cardholder name         PAY MYR 685.43	Excirc date Security code
PAY MYR 685.43	
	Cardholder name
Secured transaction	PAY MYR 003.43







# 5- REPORT

# 5.1 Create your own report

• In the header tab, click Reports

Ð	Dashboard Nev	w Booking M	lanage Bookings	Manage	Approval	ooo More <del>▼</del>	
m Rep	ort					Manage Profile Manage Employee Grouping	;ek
ort Name	Field Name	Filter Name	Created Date &	R Time	Updated [	Manage Approval Settings	Ì
nding Re	5 Field (i)	2 Filters (i)	27, Aug 2020	12:25	27, Aug 20	Reports	ш
						Reports	

- Once clicked, you will be directed to below booking
- Click Create Report to create your new report

alaysıa Đ	Dashboard N	lew Booking Ma	nage Bookings M	lanage Approval	∘∘∘ More <del>v</del>	4	MYR	English 🗸 🗐	) en 🍚
Custom Rep	oort					(+) Create Repor	t		
Report Name Spending Ro	Field Name 5 Field ()		Created Date & Ti 27, Aug 2020   12:2 st of existin Report	25 27, Aug 2	Date & Time 1020   12:25	۵/ ۱		Filters Created Date All Report Type All All Created Date All Created Date All Created Date All Created Date	Reset All
								Filter to your se	







- Once clicked, you will be directed to below page
- Drag minimum 5 provided fields and minimum 1 filter into Drag and Drop Filters section
- Tick Select All if you wish to add all fields
- Field the name of the report
- Click Next to complete the report creation
- The report now will be appeared in list of existing report in the previous page

	ishboard New Booking	Manage Bookings Manage App	oroval ••• More 🗸	👙 MYR English + 🕲 🖉 😅
Create Report				
Available Fields Ava	ailable Filters 📄 Select All	Report Name *	Master report	← Back Next →
::: Order ID	:: Booking Status	Selected Fields		← Back to List Page
💠 Booking Type	🗄 Booking Date & Ti			
😳 Payment Date &	:: Origin		··· —	
:: Destination	: Number of Stops			
💠 Тгір Туре	:: Onward Departu			
: Onward Arrival D	. Return Departure		Drag and Drop Filters	
🗄 Return Arrival Da	. Airline Code			
E Flight Number	Base Fare			

#### 6. DASHBOARD

Our dashboard function will only be available in the future. We will update you accordingly once this function is ready in our MHbiz PRO.







A REAL PROPERTY AND IN THE REAL PROPERTY AND INTERPORT AND INTERPORT



Please do not hesitate to contact our MHbiz PRO dedicated support team shall you need further clarification pertaining to the user guide or any assistance pertaining to the portal or ticketing via portal at *mhbizpro@malaysiaairlines.com* 

